Heartland

pcAmerica

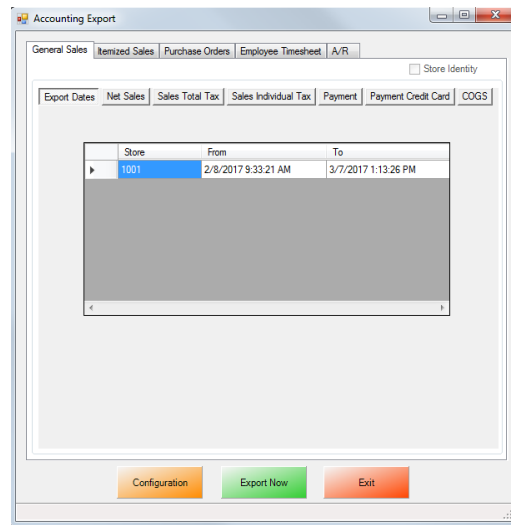# CRE/RPE - QuickBooks Inventory Export Guide

CRE/RPE now exports sales data and other information directly to QuickBooks, making it easier to keep track of all of your company's information.

- The Inventory Export will export your inventory and stock levels to QuickBooks.

If you are using Windows 7 please see the **Windows 7 Additional Configuration** section of this document.

Currently pcAmerica integrates with QuickBooks 2007 through 2018* with the following US editions:
- Pro
- Premiere
- Enterprise ** Is supported in QuickBooks 2016 and newer **

*QuickBooks 2012 requires 12.60300 or above for the integration; QuickBooks 2013 requires 12.60483 or above for the integration; QuickBooks 2014 requires 12.60540 or above for the integration; QuickBooks 2015 requires 12.60550 or above for the integration; QuickBooks 2016 requires 12.70140 or above for the integration. QuickBooks 2017 requires 12.8003 or above for the integration; QuickBooks 2018 requires 12.8030 or above for the integration

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Important Notes:

- QuickBooks **2012** requires 12.**60300** or above
- QuickBooks **2013** requires 12.**60483** or above
- QuickBooks **2014** requires 12.**60540** or above
- QuickBooks **2015** requires 12.**60550** or above
- QuickBooks **2016** requires 12.**70140** or above
- QuickBooks **2017** requires 12.**8003** or above
- QuickBooks **2018** requires 12.**8030** or above
- As of Quickbooks 2018, a password is **required** for the company file.
- In CRE version **12.8032 and newer,** the **Override with current CRE stock** option is available.

Revision History

Document Version	Date	Author	Description of Changes
12	Aug 25, 2017	MP	Updated the format of the document.
13	January 5, 2018	MP	Added support for QB 2018
13.1	January 31, 2018	MP	Updated the Inventory Export section for the 12.8032 changes

Before You Begin - QuickBooks Integration Configuration

	Open your installed version of QuickBooks.
	Create your company file (follow the steps of the interview).

Some configuration must be done in QuickBooks so that the data gets sent over correctly.

- **QuickBooks Integration Setup – Tax Rates**

- **QuickBooks Integration Setup – Preferences**

- **QuickBooks Integration Setup – Discount Item**

- **QuickBooks Integration Setup – Local Sales Tax Item**

- **QuickBooks Integration Setup – Opening Bal Equity Account**

- **QuickBooks Integration Setup – Account & Item Information**

Before beginning the integration process tax rates must be setup both in CRE/RPE and QuickBooks, and the rates must match. For more information on creating tax rates in CRE/RPE please see the document titled tax rates located at:

- **http://faq.pcamerica.com**

QuickBooks Integration Setup – Tax Rates

Before beginning the integration process tax rates must be setup both in CRE/RPE and QuickBooks, and the rates must match.

In QuickBooks you will need to create Sales Tax Items for EACH tax rate that exists in CRE. If there are no tax rates configured in CRE/RPE a tax rate must still be created for the export to work.

QuickBooks Integration Setup – Preferences

Before beginning the integration process some preferences have to be set.

- In QuickBooks make sure that Inventory and purchase orders are active is checked.
  Note: You will only need to do this if you are using QuickBooks to track inventory and purchase orders.

- In QuickBooks make sure that **Time Format** is set to **Minutes (10:12).**

- In QuickBooks make sure that **Time Tracking** is set to **Yes.**

- In QuickBooks make sure that the **First Day of Work Week** matches what is setup in the setup screen of CRE/RPE under **Work Week Starts On**

QuickBooks Integration Setup – Discount Item

In QuickBooks there must be an item that accounts for all of the discounts in CRE/RPE.

QuickBooks Integration Setup – Local Sales Tax Item

In QuickBooks there must be an item that accounts for all of the Local Sales Tax in CRE/RPE.

Note: This item MUST be named Local Sales Tax.

QuickBooks Integration Setup – Opening Bal Equity Account

In QuickBooks there must be an account that is setup for the opening balance equity.

Note: The Account Name **MUST** be Opening Bal Equity, this account must also be an Equity account.

QuickBooks Integration Setup – Account & Item Information

The following links will show the information that can be exported from CRE/RPE to QuickBooks depending on Export Type:

- **Inventory Export - Account Information**

Inventory Export – Account Information

The following is a List of Inventory information that will be exported from CRE. Accounts will need to be created in QuickBooks to send the appropriate data to.

- **Inventory** - **Income**
- **Inventory** - **COGS (cost of goods sold)**
- **Inventory** - **Asset**

The following is a List of Non-Inventory information that will be exported from CRE. Accounts will need to be created in QuickBooks to send the appropriate data to.

- **Non-Inventory** - **Other Current Asset**

The following is a List of Coupon Item information that will be exported from CRE. Accounts will need to be created in QuickBooks to send the appropriate data to.

- **Coupon Item - Account**

The following is a List of information that will be exported from CRE pertaining to discounts. Accounts will need to be created in QuickBooks to send the appropriate data to.
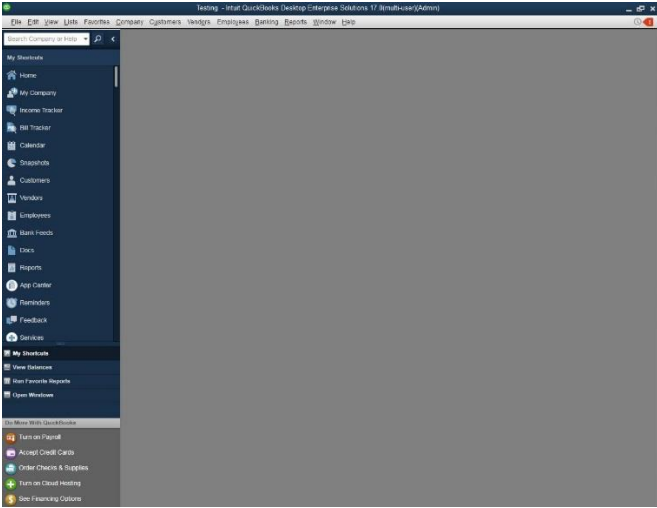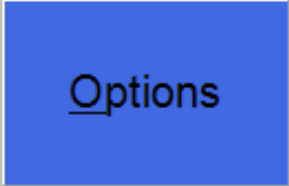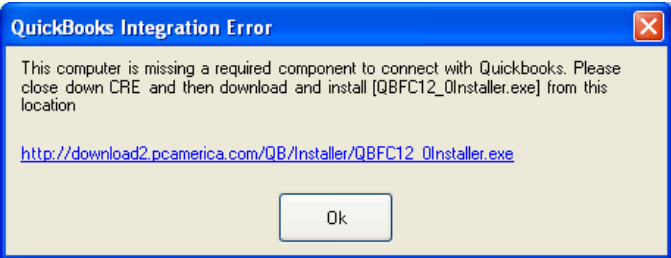
- **Discount - Item Discount**
- **Discount - Account**

The following is a List of information that will be exported from CRE pertaining to inventory stock levels. Accounts will need to be created in QuickBooks to send the appropriate data to.

- **Stock Level Override - Income**
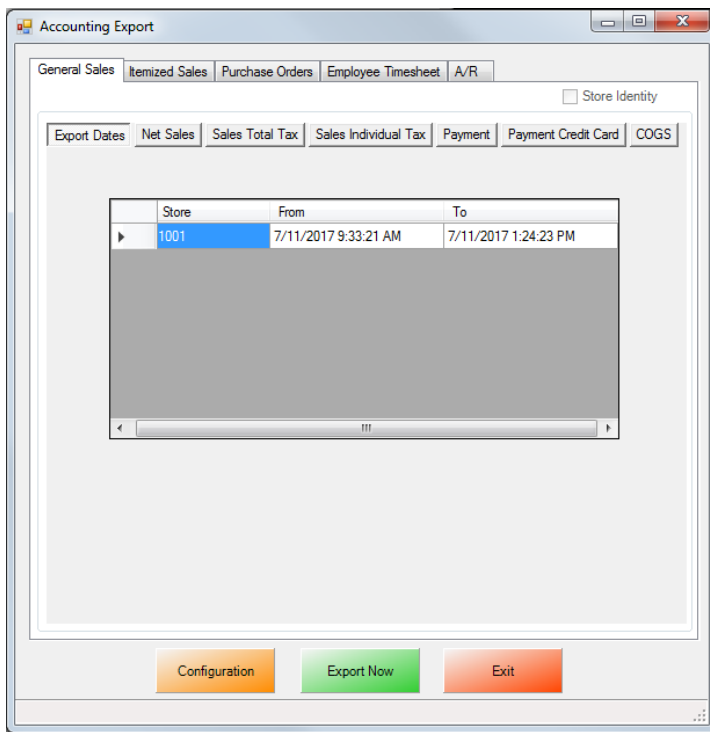- **Stock Level Override - Expense**

Note: pcAmerica does not support the account setup in QuickBooks. Unless you are an avid user of QuickBooks it is recommended that you have an accountant create this account.

CRE/RPE - QuickBooks Integration Setup

|	
	After QuickBooks has opened close all of the open windows inside of it so it looks like this (pictured left). At this point in time we will need to open CRE/RPE so that we can start the integration process.
Manager **Options**	• Open **CRE/RPE**. • Select the **Manager** or **Options** button. • Enter the administrator password (default: admin) where applicable. • Select **Tools** then, **QuickBooks Sales Pass**.
QuickBooks Integration Error This computer is missing a required component to connect with Quickbooks. Please close down CRE and then download and install [QBFC12_0Installer.exe] from this location http://download2.pcamerica.com/QB/Installer/QBFC12_0Installer.exe Ok	• If you receive a message (pictured left) then click the link to begin downloading the required component. • Select Ok. • You MUST install the download file if prompted before beginning the integration.
Open File - Security Warning Do you want to run this file? Name: QBFC12_0Installer.exe Publisher: **Intuit, Inc.** Type: Application From: C:\Documents and Settings\rholdridge\Desktop Run Cancel ☑ Always ask before opening this file While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. What's the risk?	• If you are prompted to run the application, select Run.

|	
	• When the installer has finished Select Finish on this screen.
	• At the **Accounting Export** page select the **Configuration** button. Note: You may receive some errors when trying to view the next screen, just select **Ok** to all of them. This is a onetime occurrence due to the integration not being completed. After selecting the correct company file these error message should not appear again.
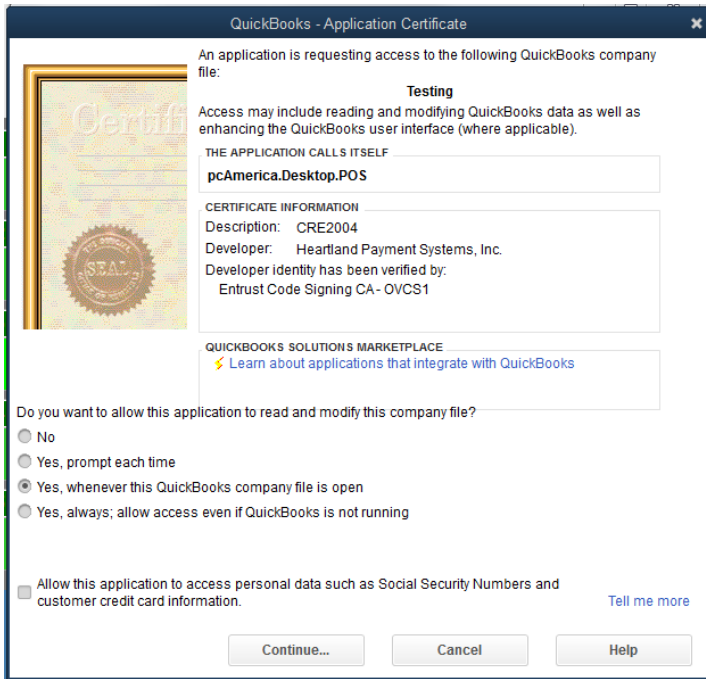
After selecting the Configuration button you may be prompted to go back into QuickBooks and select how and when CRE/RPE will be allowed to access the company file.

Note: For added security you may want to select the option to only allow the Company file to be accessed only when QuickBooks is open. The last Yes, always allow option is most often selected.

- Select **Continue**.

- Then select **Yes** that you want to allow access.

- Select **Done** to the **Access Confirmation** window.

- Switch back to CRE/RPE.
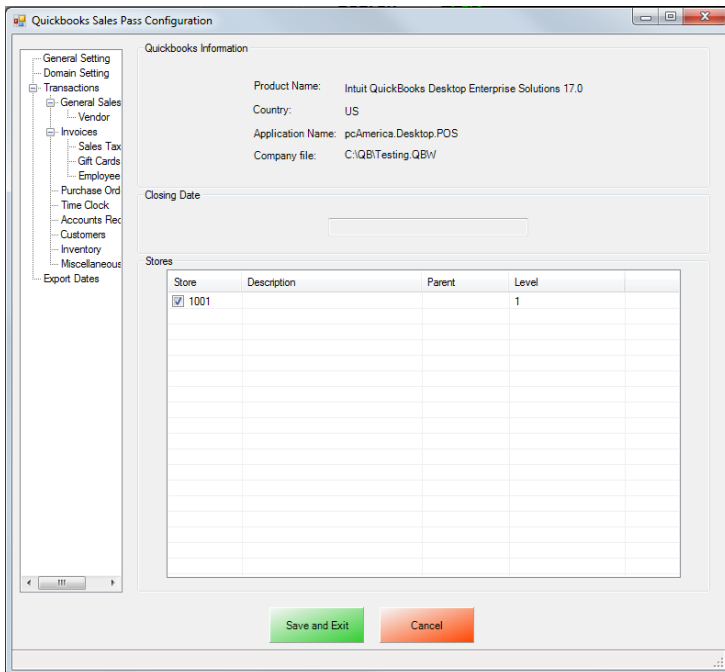
- Select the **General** tab.

- Under **Store** select the store(s) you would like to be enabled for the export.

Invoice (Itemized) Sales Export - Additional Export - Inventory

- The Customer account that has been setup must be selected in CRE/RPE.

    (see: **Inventory Export - Account Selection and Setup**)

Note: Your entire inventory (including: Standard Items, Kit Items, Choice Items, Modifier Items, Modifier Groups) will be exported to QuickBooks as standard inventory. Coupon Information will be exported to an account specified.

Other Information:

The **Misc** tab will allow you to clear the information in the CRE/RPE Database, which can be helpful when no information is being exported to a new company file.

Invoice (Itemized) Sales Export - Inventory Export - Account Selection and Setup

| Default Stock Override | or | Base Date Stock Override |

1. Select **Inventory** on the left.

2. On the top under **Store Setting** select your store id (e.g. **1001**).

3. Under the **Inventory/Non-Inventory/Coupon Items Export** section we will need to do the following:

   o Use the dropdown to select each account you would like the specific information posted to, under the **Inventory**, **Non-Inventory**, **Coupon Item** and **Discount** sections. This information will be sent to QuickBooks when the Invoice (Itemized) Export has been executed (see: **Invoice Itemized Sales Export - Final Configuration**).

   o Select **New Item Export** to export the inventory to the QuickBooks Item List. When you are prompted select **OK** to the message **The Execution is Finished,** the inventory will then be located in the QuickBooks Item List.

     ▪ If the inventory has been exported and you would like to update the inventory information select **Item Update**, then select **OK** to the message **The Execution is Finished**.

       • Optionally select **Update Cost** to update the cost of the inventory from Inventory Maintenance.

4. Under the **Stock Level Override** section we will need to do the following:

   o Use the dropdown to select each account you would like to export the **Income**, and **Expense** data to. Optionally you can select to use the **Income**, and **Expense** accounts in the **PO (Purchase Order) Export Section**.

   o Use **Override with current CRE Stock** to use the stock levels of your inventory at the time of the export. (**Default**)

Or

   o Select **Base Date** and use the dropdown menu that appears on the right to select the **Base Date** (which is when the override will begin from, all of the data up to but not including the selected date is exported). As an example, if I wanted to export data up to April 30th, I would select May 1st as the base date.

5. Select **Run** to export the inventory stock levels to QuickBooks. When you are prompted select **OK** to the message "**The Execution is Finished**".
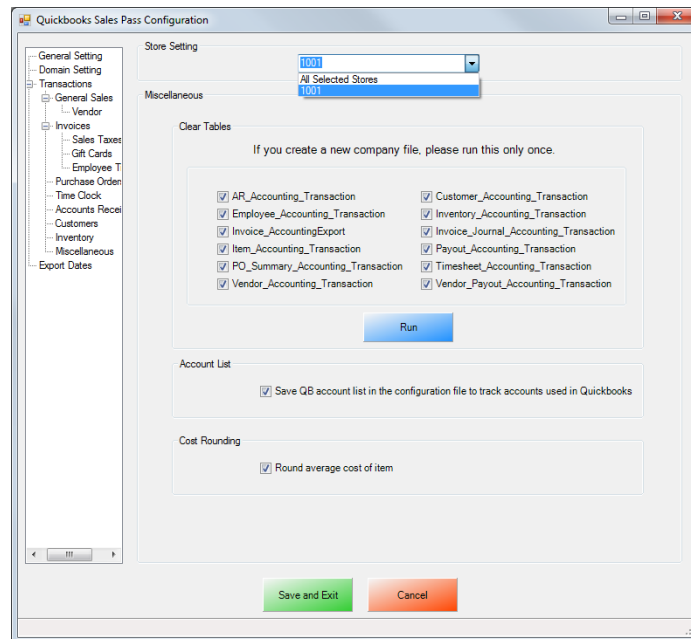
Misc Tab

When an export has been performed, information gets put into the database in order to prevent duplicate data from being exported.

The **Misc** tab is used to clear the export information from the CRE/RPE database for a few reasons, some of which may include:

- If a test export has been performed (usually happens when an export to test the integration has been performed).
- If a new company file is being used (usually happens when old company file gets lost).

Either of the above scenarios will require the following be done in QuickBooks:

- A new QB company file or different accounts in the existing company file MUST be used, if this is not done the data will be duplicated rendering the existing company file useless.

- Select the **Misc** tab.
- On the top under **Store Setting** select either All Selected Stores (which will clear the information for all the stores) or, select your store id (e.g. **1001**) – which will clear the information for each store that is selected.
- Check the types of accounting information to be cleared.
- Select **Run**.
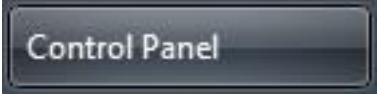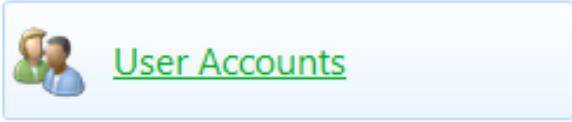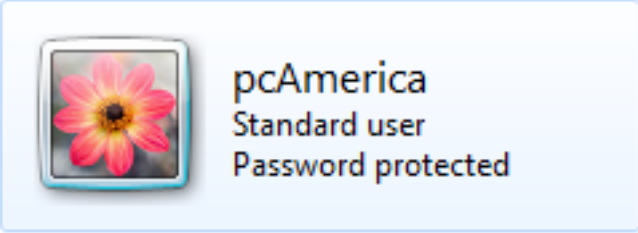
Windows 7 Additional Configuration

If you are using Windows 7 some additional configuration is required:

- Accounts must first be created in QuickBooks.

   (see: **Windows 7 Additional Configuration - Creating a Standard User and Disabling UAC**)

- The accounts that have been setup must be selected in CRE/RPE.

   (see: **Windows 7 Additional Configuration - Assigning the Correct CRE.NET Folder Permissions**)

Windows 7 Additional Configuration - Creating a Standard User and Disabling UAC

Before beginning the integration process a standard user must be created in windows 7 for the export to take place. Here we must also disable User Account Control (UAC).

	• Select **Start**.
	• Select **Control Panel**.
	• Select **User Accounts**.
	• If a standard user account already exists then we can use it to perform the export.
	• If a standard User account does not exist then select **Create a new account**.
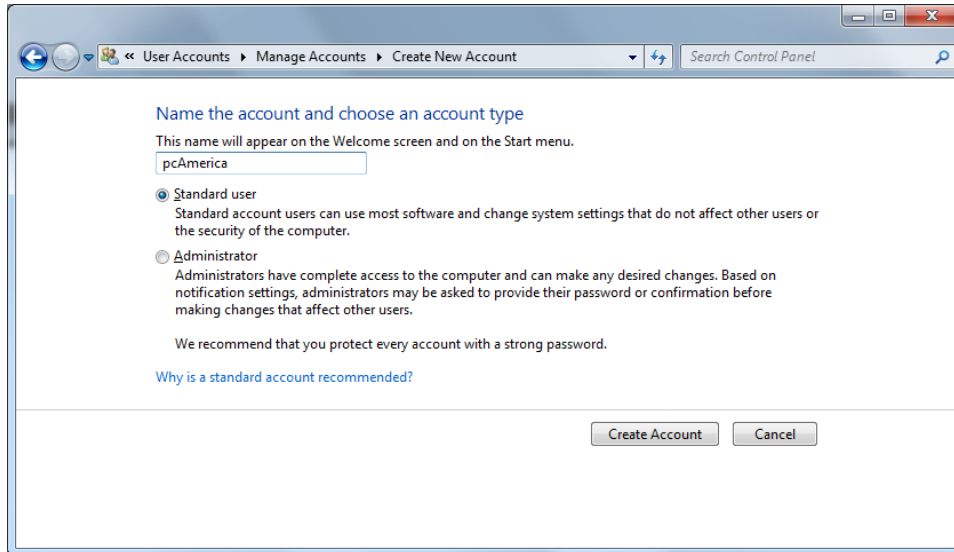
- Enter a username for the account.

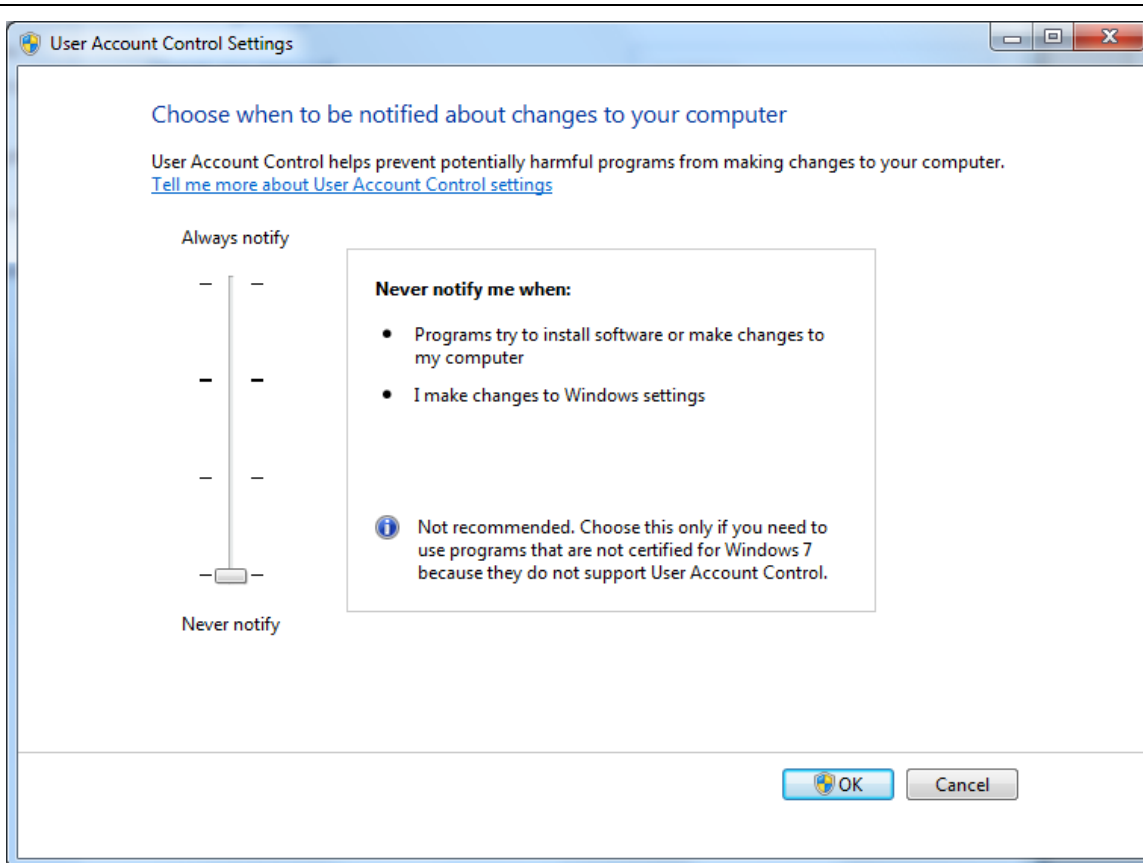- Select **Standard user**.

- Select **Create Account**.

Note: You can add a password for this user for added security.

|	
	- Select **Go to the main User Accounts page**, at the bottom of the window.
	- Select **Change User Account Control settings**.

- Move the slider to the bottom so that the selection changes to **Never notify**.
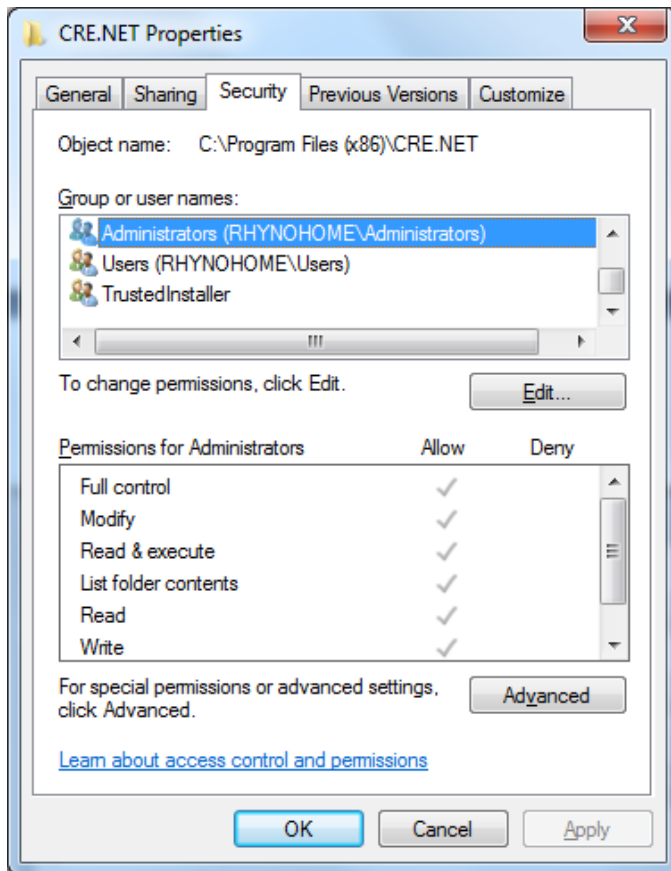
- Select **OK**.

Note: You will need to restart after making any changes to this page.

Windows 7 Additional Configuration - Assigning the Correct CRE.NET Folder Permissions

After creating the standard user account we must then add Full Control permissions to the CRE.NET folder for that user. Navigate to the folder C:\Program Files (C:\Program Files(x86) for windows 7 64 bit users).
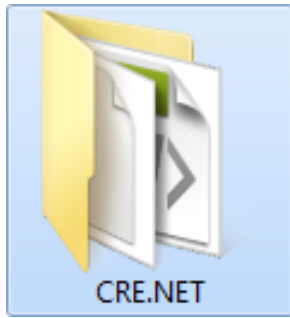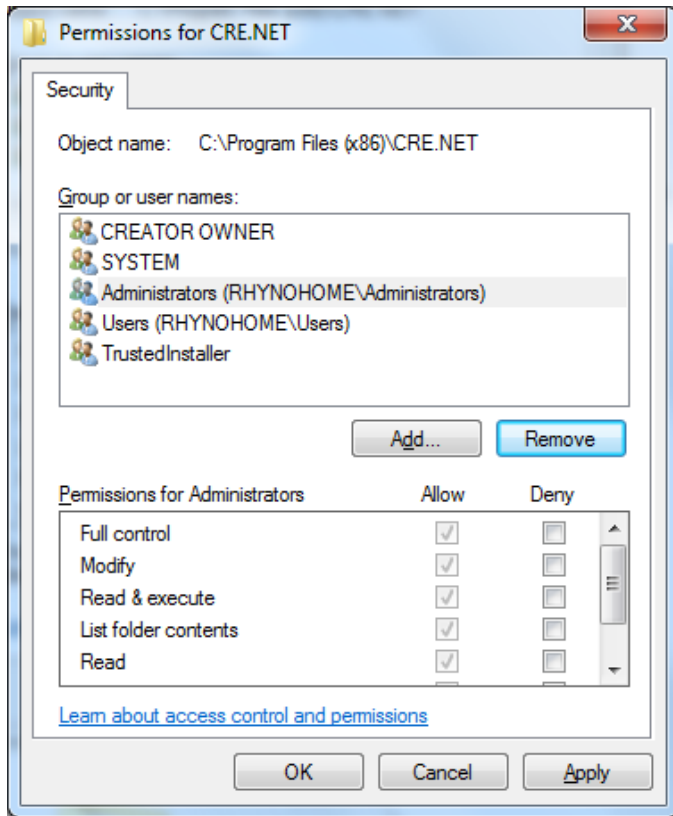
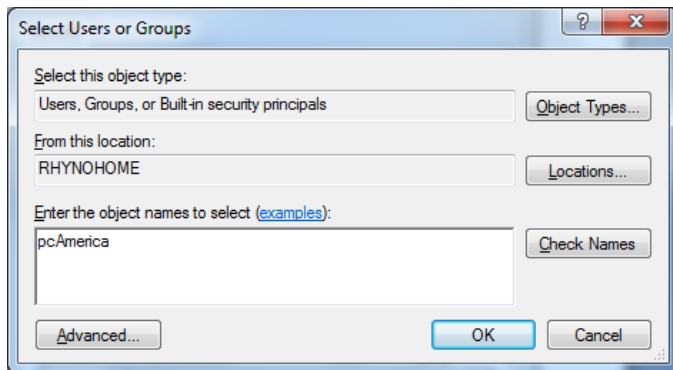|	
	• Right-click the CRE.NET folder, then select **Properties**.
	• Select the **Security** tab. • Select **Edit**, to change permissions for the folder.

Permissions for CRE.NET — Security Object name: C:\Program Files (x86)\CRE.NET Group or user names: CREATOR OWNER SYSTEM Administrators (RHYNOHOME\Administrators) Users (RHYNOHOME\Users) TrustedInstaller Add... Remove Permissions for Administrators — Allow / Deny Full control ✓ Modify ✓ Read & execute ✓ List folder contents ✓ Read ✓ Learn about access control and permissions OK Cancel Apply	• Select **Add...**
Select Users or Groups Select this object type: Users, Groups, or Built-in security principals — Object Types... From this location: RHYNOHOME — Locations... Enter the object names to select (examples): pcAmerica — Check Names Advanced... OK Cancel	• Enter the username of the user that was created in the previous section (in our example **pcAmerica**). • Select **OK**.
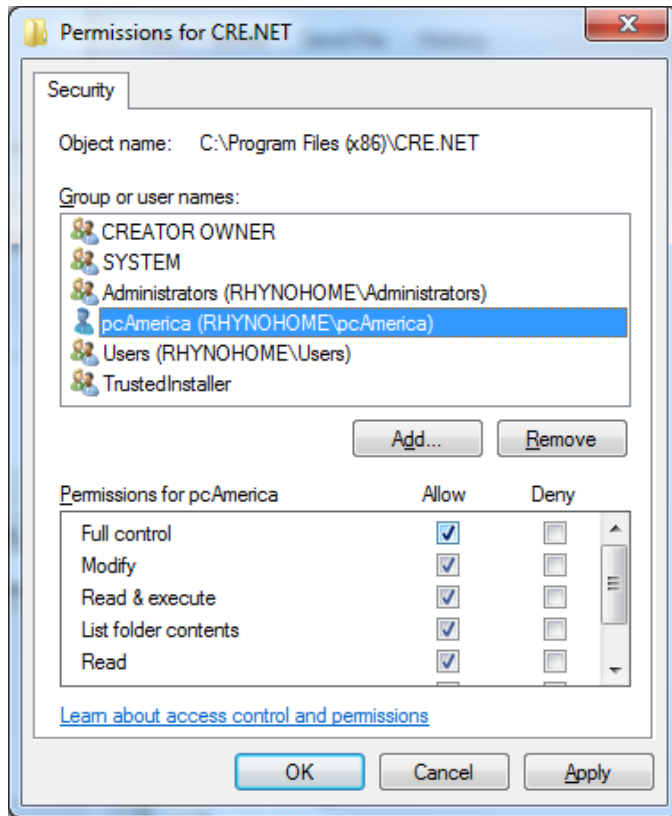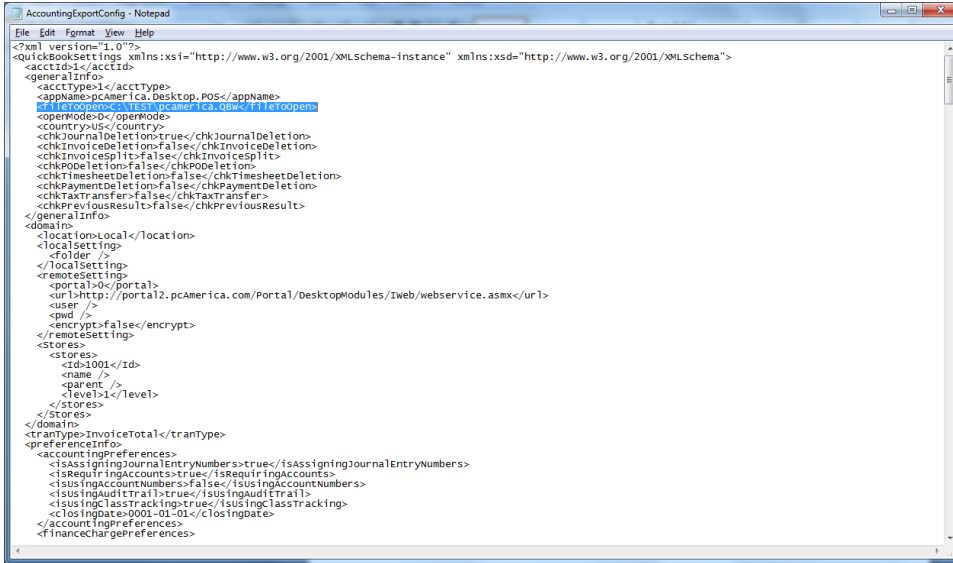
- Select **OK** to the permissions window.
- Select **OK** to the CRE.NET properties window.

Note: You will need to repeat this process to the location where the QuickBooks company file is located.

Troubleshooting QuickBooks Integration

If when trying to select the company file you receive an error message stating "The Company File Is In Use" please follow the steps below:

- Navigate to the folder C:\Program Files\CRE.NET (C:\Program Files(x86\CRE.NET) for windows 7 64 bit users).

- Right-click the **AccountingExportConfig.xml** file, then select **Edit**.

- We will need to change the line <fileToOpen> to the location of where your company file is saved (for example, <fileToOpen>C:\TEST\pcamerica.QBW</fileToOpen>):

- When done select **File**, then select **Save**.

Note: If you are still experiencing issues with the integration please see below:

- Make sure that UAC is turned off.

- Make sure that you are logged in as a standard user.

- Try re-creating the company file under the standard user.